



Pre-Departure Manual for Students 2020 – 2021



Welcome to NZLC!

NZLC would like to welcome you to New Zealand. We look forward to your arrival and to making your stay enjoyable and successful.

To help you prepare for your trip we've compiled the following information to help you adapt more quickly to a new country, climate, school and lifestyle.

If you have any further questions, please contact us at: info@nzlc.ac.nz

NZLC Auckland

Level 2
104 Customs Street West
Auckland 1010

Phone: +64 9 303 1962
Email: info@nzlc.ac.nz

NZLC Wellington

Level 4
186 Willis Street, Te Aro
Wellington 6011

Phone: +64 4 802 4620
Email: info@nzlc.ac.nz

NZLC's 24/7 Contact (for urgent matters only):
+64 (0)21 180 6300
0508 156156 (FREE within NZ only)

Contents

Auckland Weather and Climate.....	3
NZLC Wellington Campus Details.....	4
Wellington Weather and Climate	4
Arrival at Auckland International Airport.....	5
Arrival at Wellington International Airport	6
Coping with a new language.....	7
What to bring	7
Your First Day at NZLC	8
Public Holidays in New Zealand	10
Asking for help - Who to talk to at NZLC.....	10
First-language support.....	10
Conduct & Behaviour	10
School Rules.....	11
Attendance Policy.....	11
Disciplinary & Termination Process.....	12
Changes, Cancellations and Withdrawals.....	12
Extending your Course	12
Holiday Requests during your course.....	12
Transferring to another NZLC Campus	12
Textbook & Material Fee Policy	13
Graduation Certificate.....	13
Health and Safety Procedures at NZLC	13
NZLC Student Services.....	14
Accommodation	15
Living in New Zealand: General Information	15
COP - The Education (Pastoral Care of International Students) Code of Practice.....	17
NZLC Fee Protection.....	17
NZLC Grievance & Complaint Procedures (Dispute Resolution).....	17
Useful Contacts	18

NZLC Auckland Campus Details

Auckland is New Zealand's largest city with a population of nearly 1.5 million. The city is surrounded by beautiful harbours, islands, beaches, vineyards and reserves. International events, festivals, concerts and exhibitions are hosted in Auckland throughout the year.

Average Student Number

450 - 550 students

Main Campus features (Customs St)

- 30 classrooms over 3 levels
- Computer room with 32 PCs
- Free Wi-Fi
- Student Computers
- Free online study materials
- Student lounge
- Student kitchen
- Movie projector
- Free DVD rental

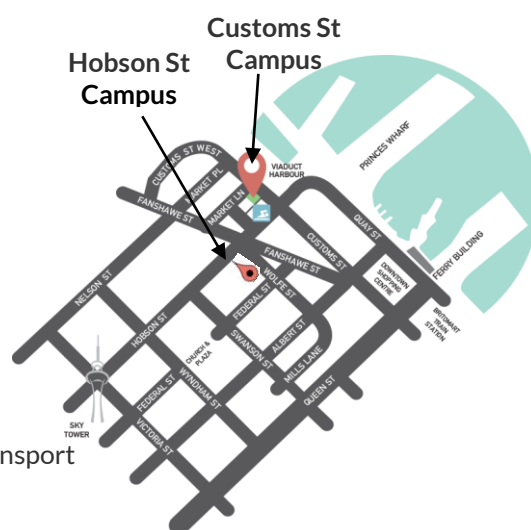


Hobson St Campus features

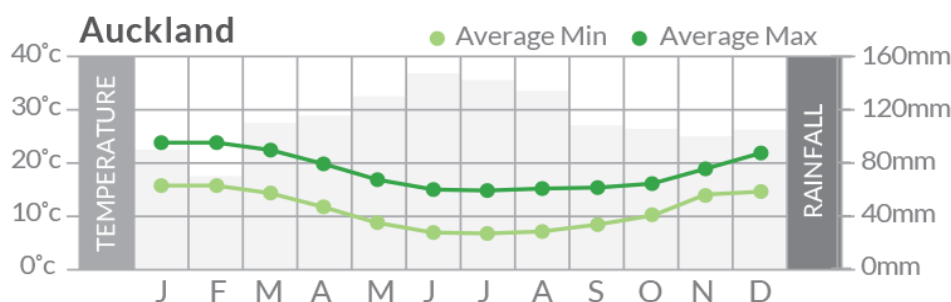
- A few minutes' walk from the main campus on Customs Street West
- 13 classrooms over 2 levels
- Free Wi-Fi and Internet
- Student computers
- Free after-school study support (academic classes)
- Study common area
- Student kitchen

Auckland Campus Locations

- ✓ A few steps from the beautiful Viaduct Harbour
- ✓ Next door to a swimming pool, gym and sauna
- ✓ A short walk to cafes, restaurants, shops and public transport



Auckland Weather and Climate



NZLC Wellington Campus Details

From the moment you arrive in Wellington, you will be inspired by the original culture of art, cafes and music. Located at the bottom of the North Island, Wellington is the capital city with a population of approximately 400,000.

Average Student Number

120 – 180 students

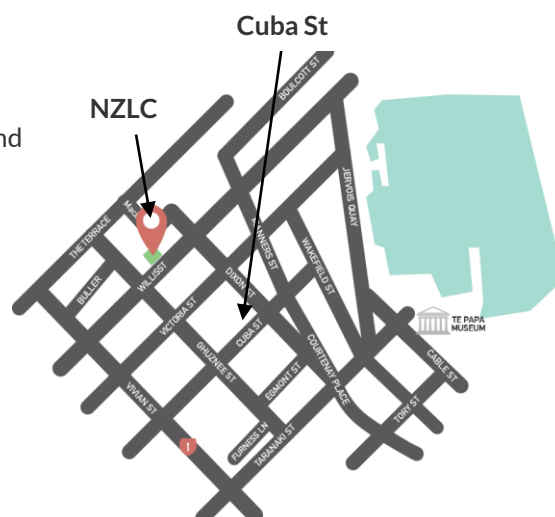
Campus features

- Classrooms: 16
- Free Wi-Fi
- 30 Student Computers
- Self-study area
- Student kitchen
- Library
- Movie projector
- Free DVD rental
- Free online study material access

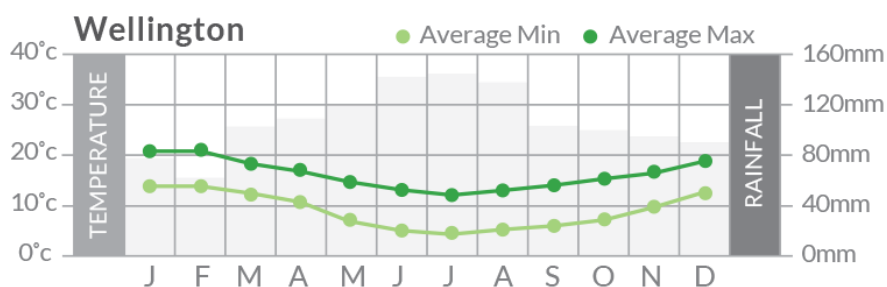


Campus Location

- ✓ Located a few minutes' walk away from Cuba St and the city centre
- ✓ Close to Te Papa and a range of other museums and galleries
- ✓ Close to the waterfront and the best coffee shops



Wellington Weather and Climate



Arrival at Auckland International Airport

NZLC Auckland Airport Transfer Service

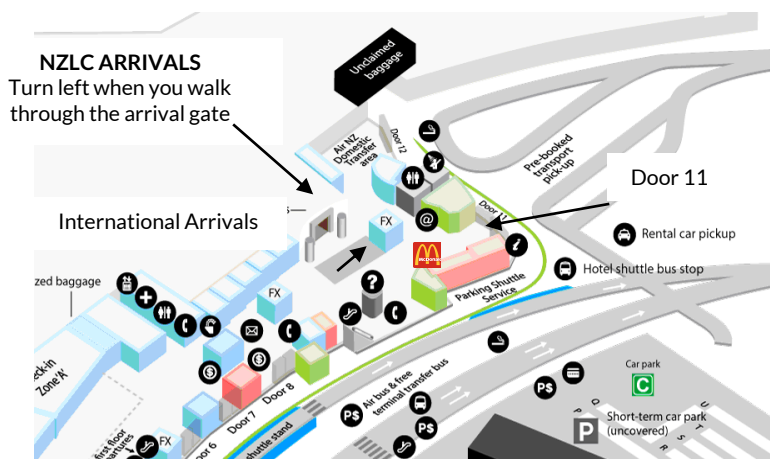
1. Please advise NZLC if you have any extra luggage (for example a surfboard or snowboard), to make sure that the transfer vehicle has space. Below are the approximate prices:

3 or more suitcases:	\$5 - \$10	Bike in bike box:	\$5
1 to 3 surfboards:	\$6 - \$20	Golf clubs:	\$5

Other excess luggage: Please check with NZLC when making the transfer booking.

2. If your NZLC-arranged driver is not at the meeting point 20 minutes after you arrive, please call NZLC Auckland's 24/7 homestay and airport transfers number: +64 (0) 21 780 509.
3. Unannounced arrivals, changes or cancellations to pre-arranged bookings:
 - If you know in advance of your arrival delay, please call the NZLC Auckland 24/7 Mobile number above.
 - Cancellations to NZLC transfer services made less than 2 working days in advance without notice will incur a 50% penalty fee of the original NZLC transfer quote. Less than 24 hours' notice: no refund. To schedule a new pick-up time, 50% of the original airport transfer arrangement fee applies.

Auckland Airport Arrivals Map



Other modes of transport from Auckland airport (Prices subject to change)

Young Learner students must not take taxis, shuttles or any type of public transport by themselves. Please call the above NZLC Auckland 24/7 mobile number.

The Sky Bus: You can take the Sky Bus from Auckland Airport to the city centre. You can buy tickets directly from the airport for approximately \$20 one-way or book online before you leave. The Sky Bus runs 24hrs a day. www.skybus.co.nz

Shuttle: You can book an airport shuttle before arrival via this website: www.supershuttle.co.nz. Alternatively you can turn up at the terminal rank on arrival to find a shuttle. From Auckland airport to the city centre, it will cost approximately \$35.

Uber: You can download the Uber App on your phone and enter the address you want to be dropped off at. This option is approximately \$40 - \$50 from the airport to NZLC. Pick-up is usually outside Door 11 in the above map.

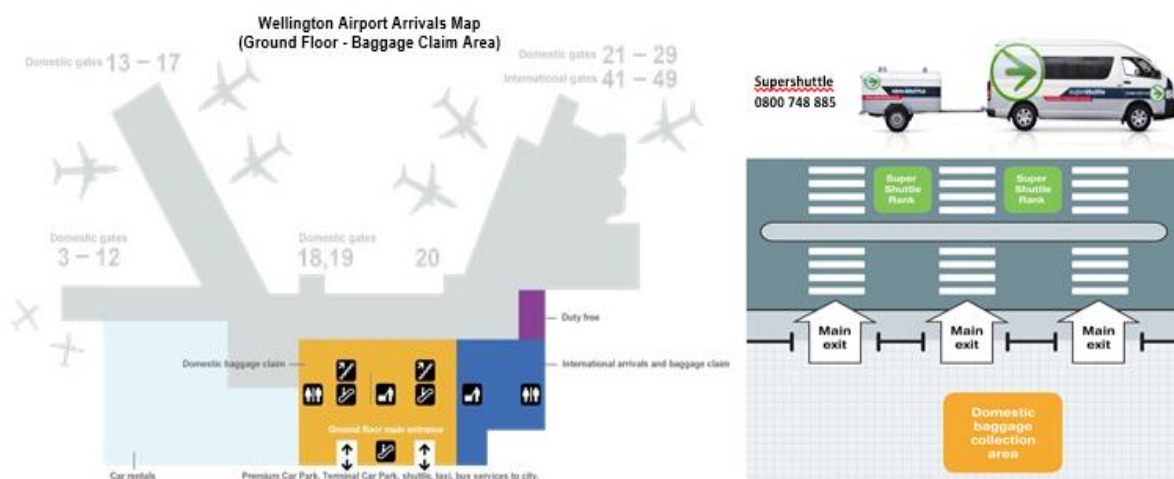
Taxi: There are many taxis waiting outside the airport. A trip from the airport to the city could range between \$65 and \$75 (traffic dependent), but you should also confirm the approximate price with the driver before getting in the taxi.

Arrival at Wellington International Airport

NZLC Wellington Airport Transfer Service

1. If your driver is not at the meeting point within 20 minutes of your arrival, please call NZLC Wellington's 24/7 mobile phone: +64 21 030 9815.
2. Unannounced arrivals, changes or cancellations to pre-arranged bookings:
 - If you know in advance of your arrival delay, please call the NZLC Wellington 24/7 Mobile number above.
 - For cancellations to NZLC transfer services made less than 2 working days in advance without notice will incur a 50% penalty fee of the original NZLC transfer quote. Less than 24 hours' notice: no refund. To schedule a new pick-up time, 50% of the original airport transfer arrangement fee applies.
3. Make sure you advise NZLC if you have any excess luggage (such as a bike, surfboard, snowboard or extra suitcase) in order to ensure that the transfer company is able to accommodate the extra luggage. Charge for excess luggage: \$10 per item.

Wellington Airport Arrivals Map



Other modes of transport from Wellington airport *(Prices subject to change)*

Airport Flyer: The Airport Flyer is a bus service that operates between Wellington Airport and Wellington City every 20 minutes. The cost is approximately \$12 one-way. More info here: www.airportflyer.co.nz

Shuttle: You can also book an airport shuttle **before arrival** via this website: www.combinedshuttles.co.nz. The cost is approximately \$20 - \$40.

Uber: You can download the Uber App on your phone and enter the address you want to be dropped off at. This option is approximately \$20 - \$30 from the airport to NZLC. Pick-up is usually outside Door 11 in the above map.

Taxi: There are many taxis waiting outside Wellington airport. A trip from the airport to the city could range between \$40 and \$60 but you should also confirm the approximate price with the driver before getting in the taxi.

Coping with a new language

Many new students find this first week a bit difficult. Be patient! It takes time and practice! By the end of the week, you will start to feel "at home" in your class.

When you talk with your host family, teachers and friends, ask them to speak clearly, slow down or repeat themselves. They will be happy to support you. If you become tired and frustrated when you do not learn as quickly as you would like, relax and slow down.

Useful Expressions

"I'm sorry, I don't understand. Can you say that again, please?"

"What does -- mean?"

"Can you help me please?"

"I would like some help with homework / English"

What to bring

Clothing

- Light, comfortable clothing such as T-shirts, shorts and sandals for the warmer months (December – March)
- Wind-proof jacket, jumpers, jeans, jacket, gloves and strong shoes or boots for the colder months (May – August)
- Umbrella
- Warm jacket and raincoat (year round)

The weather in New Zealand is very changeable. You can experience 4 seasons in one day so it is a good idea to bring a warm jacket even in summer – just in case!

All types of clothing can be purchased in New Zealand at varying prices.

Electrical Appliances

Electrical appliances operate on 240 volts and you can buy an adapter on arrival.

Remember to bring your camera so you can take pictures of your experiences in New Zealand.

Before you leave, check that your phone is unlocked so you can use it overseas.



Food

Most Asian products and most European food products are available in NZ and you do not need to bring these with you. New Zealand has **VERY** strict quarantine laws:

DO NOT bring any plant or animal material (eggs, mushrooms, fruit, Chinese herbs, pork, noodles, spices etc.), or you may risk an instant fine of \$400 and possible fine up to \$100,000 or a prison term. Please see the New Zealand Customs website for more details: www.customs.govt.nz

New Zealand socket

However, if you must bring any of these, please remember that the following items must be declared on your New Zealand Passenger Arrival Card:

- Food of any kind
- Plants or parts of plants (alive or dead) / Biological specimens
- Animals (alive or dead) or their products
- Equipment used with animals
- Equipment such as camping gear, golf clubs, and used bicycles

Visas

It's very important that you know which type of visa you need to apply for **before** visiting NZ. There are different visa options depending on your nationality, length of stay in NZ, and whether or not you want to work in NZ. From 1 October 2019, if you are from a visa waiver country you must hold an NZeTA before you travel to New Zealand. You can request an NZeTA online <https://nzeta.immigration.govt.nz> (\$12) or using the free NZeTA App (\$9). You will not be allowed to travel to New Zealand if you do not have a valid visa or an NZeTA. For more information on visas, see the Immigration New Zealand website: www.immigration.govt.nz

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance for the duration of their enrolment at NZLC and for travel to and from New Zealand, regardless of the type of visa they hold. NZLC can only accept insurance policies which meet the guidelines set out in the NZQA Code of Practice for International Students. An acceptable insurance policy includes:

- Medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation; and
- Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- Death of the student, including cover of: 1. travel costs of family members to and from New Zealand; and 2. costs of repatriation or expatriation of the body; and 3. funeral expenses
- A reputable and established insurer with a credit rating no lower than 'A' from Standard and Poors or B+ from A M Best.
- An insurer who is able to provide 24 hour service, seven days a week.
- Amounts for health cover should be for an unlimited sum insured.

NZLC can arrange insurance for you which meets the above requirements. Contact us for more information.

Your First Day at NZLC

On your first morning please come to school at **8.30am** for Orientation. We will show you around the school and explain the school procedures to you. General English students will have an English test. Don't stress! We just want to make sure we place you in the best class for your level!

What to bring on your First Day

- **Passport** (including visa / permit)
- Copy of your **medical and travel insurance policy** in English which meets the insurance guidelines set out in the **NZQA Code of Practice**. See section above. (If you have bought insurance with NZLC, you will be given your insurance policy here at school).
- If you are studying full-time for **16 weeks or more**, you are entitled to a student discount of 40% on public transport in Auckland. Bring a **passport size photo** and we will make you a student ID card with the public transport sticker on it so that you can receive the discount when purchasing bus fares.
- Your **contact address and phone number** while in New Zealand
- Pens, a notebook and a dictionary
- **Taxpayer Identification Number or National Identification Number from your country** if you are planning to open a bank account in New Zealand

First Day Timetable (may vary on the day)

8:15 am – 09:10 am	Check in / Speaking tests
9:10 am – 09:40 am	Orientation presentation
9:40 am – 10:00 am	School Tour
10:00 am – 10:10 am	Hand back documents / Speaking tests
10:10 am – 10:30 am	Homestay Orientation (Break for non-Homestay students)
10:30 am – 10:45 am	Break
10:45 am – 12:05 pm	Admission / Placement tests
12:05 pm – 12:15 pm	Orientation Quiz
12:15 pm – 1:15 pm	Lunch
1:15 pm – 2:00 pm	City Tour Lesson
2:00 pm – 3:00 pm	Computer Room Resources
3:00 pm – 3:15 pm	Class placement slips
3:15 pm	End of the day / Student support / Conversation practice

Weekly Timetable for General English / IELTS / Business English / Cambridge B2 First (FCE) or C1 Advanced (CAE) (16 years-old +):

TIME	MON	TUE	WED	THU	FRI	SAT/SUN/HOL
09:00 - 10:30	LESSON					FREE TIME a variety of trips are available
10:30 - 10:45	BREAK					
10:45 - 12:15	LESSON					
12:15 - 13:15	LUNCH				TOEIC Activities Weekend trips	
13:15 - 15:15	LESSON					
After School	Study Support / Activities / Student Services					

Weekly Timetable for Young Learner Courses (13 – 17 years-old)

TIME	MON	TUE	WED	THU	FRI	SAT/SUN/HOL
09:00 - 10:30	LESSON					FREE TIME a variety of trips are available
10:30 - 10:45	BREAK					
10:45 - 12:15	LESSON					
12:15 - 13:15	LUNCH					
13:15 - 15:15	LESSON (YL GE/HSP) or ACTIVITES (English + Activities)					
After School	Study Support / Activities / Student Services					

Weekly Timetable for TESOL / TECSOL Courses

TIME	MON	TUE	WED	THU	FRI	SAT/SUN/HOL
09:00 - 09:30	Supported Self Study					FREE TIME a variety of trips are available
09:30 - 10:30	LESSON					
10:30 - 10:45	BREAK					
10:45 - 12:15	LESSON					
12:15 - 13:15	LUNCH					
13:15 - 15:15	LESSON					
15:30 - 16:30	Teaching Practice / Feedback / Lesson Preparation					

Sample Weekly Timetable for CELTA Courses

TIME	MON	TUE	WED	THU
09:30 - 11:30	Introduction to course	Introduction to language awareness	Receptive Skills	Phonology
11:30 - 12:45	Classroom Management & learner styles	Vocabulary teaching	Presenting Language: Text-based presentationls	Foreign language lesson
12:45 - 13:15	Preparation	Teaching Practice Feedback		
13:15 - 14:15	LUNCH			
14:15 - 15:00	Teaching Practice Guidance / Prep			
15:30 - 17:30	Lesson observation & getting to know the learners	Teaching Practice		

Note: The above timetables are samples only and may vary across campuses.

Public Holidays in New Zealand

NZLC is closed on the following public holidays:

Public Holiday	2020 Date	2021 Date
New Year's Day	Wed 1 Jan	Fri 1 Jan
Day after New Year's Day	Thurs 2 Jan	Mon 4 Jan*
Wellington Day	Mon 20 Jan	Mon 25 Jan
Auckland Day	Mon 27 Jan	Mon 1 Feb
Waitangi Day	Thurs 6 Feb	Mon 8 Feb*
Good Friday	Fri 10 Apr	Fri 2 Apr
Easter Monday	Mon 13 Apr	Mon 5 Apr
ANZAC Day	Mon 27 Apr*	Mon 26 Apr*
Queen's Birthday	Mon 1 Jun	Mon 7 Jun
Labour Day	Mon 26 Oct	Mon 25 Oct
Christmas Day	Fri 25 Dec	Mon 27 Dec*
Boxing Day	Mon 28 Dec*	Tues 28 Dec*

*holiday falls on the weekend, therefore observed on Monday

Asking for help - Who to talk to at NZLC

During orientation on your first day, you will be introduced to all of the departments and relevant staff. Our reception, student services team, accommodation team and school principal are located on Level 2, main campus. The Academic team is located on level 1.

Academic Team or Student Services	Course options, or questions about your class
Accommodation Team	Questions related to homestay or accommodation
School Principal	Questions related to the Code of Practice
Student Services Team	<ul style="list-style-type: none"> • Course extensions, course refunds, holiday requests • If you are feeling unwell or unable to come to class • Student welfare • Going to university in New Zealand • Visas • Activities, city information, booking air tickets • School facilities

First-language support

If you really need to talk to someone in your own language, we can arrange this. Please ask Student Services, and we will contact one of our First Language Advisors. We also have multi-lingual staff on campus who speak Spanish, Portuguese, Korean, Japanese, Russian, Thai, Mandarin, Cantonese, French, Indonesian, Vietnamese and Tagalog.

Conduct & Behaviour

All students must comply with New Zealand law and regulations as well as NZLC rules and regulations.

School Rules

At NZLC we want you, your classmates and your teachers to have an enjoyable and productive learning experience. This is why we have a few simple rules for you to follow in the classroom and around the school:

1. **Attend** all your classes
2. Speak **English** as much as possible
3. Come to your classes **on time**. Students who are more than 15 minutes late must wait until the next break before entering the class
4. Do not leave any **valuable items** around the school
5. Put your **rubbish** into the bins provided and help keep the school **clean**
6. **No smoking** or **drinking alcohol** in the building (including toilets, fire exits, lifts, and foyer)
7. Be **polite** and respectful at all times to your classmates, teacher and other NZLC students and staff
8. Do not **sleep** during your lesson
9. Do not use **your phone** in class, unless it relates to the lesson
10. Do not eat near **computer areas** and keep caps on bottles
11. **Inform** the school when you have a new address, phone number, visa or insurance cover
12. Do not **transfer** or **sell** your course weeks to another student / person

In your classroom, you will also find a copy of the above class rules that we expect you to follow in the class and around the school. If you have any doubts, or the behaviour of a classmate is upsetting you, please talk to your teacher.

Attendance Policy

All students are expected to attend 100% of their course. Attendance is marked per session and collated at the end of each week.

Young Learners

Any missed classes will be followed up immediately and the NZLC Disciplinary Process will be initiated where appropriate.

Adult Students (18+ years)

1. Please call NZLC reception or email the school before 9am if you are going to be absent from class.
2. If your current attendance falls below 90%, your teacher will give you a **Category 1 Attendance Letter**, which will also be sent to your email. You will be asked to acknowledge your responsibility to improve your current attendance rate. *Current attendance* is the attendance rate from the start of the course up until the end of the current week.
3. If your current attendance falls below 85%, your teacher will give you a **Category 2 Attendance Letter**, which will also be sent to your email. You will be asked to explain your absences or provide medical certificates.
4. If your current attendance falls below 80%, you will receive a **Category 3 Attendance Letter**. You will be reminded about your previous acknowledgement of your responsibility to improve your current attendance. Your attendance will continue to be monitored until we are satisfied there is improvement.
5. If there is still no improvement, you will be sent a **final warning letter** explaining what will happen if your overall attendance drops below 80%. *Overall attendance* is the final rate of attendance that will be reached if you have no further absences from the previous Friday until the end of your course. If you have an education consultant, they will be notified about the final warning.
6. Students must meet the English New Zealand minimum attendance requirement of 80%. If a student's overall attendance falls below 80%, a **termination of enrolment** may result. If you wish to dispute the termination, you may be required to have a meeting with management to explain why your enrolment should not be terminated. NZLC management will then consider your explanation before coming to a final decision.
7. Where the English New Zealand minimum attendance of 80% has not been achieved, both the attendance % and the non-compliance statement will be clearly shown on your leaving certificate.
8. If your enrolment is terminated, you will be asked to finish your course immediately without entitlement to a refund. NZLC is obliged to report all student visa holders to Immigration New Zealand about the course withdrawal and your visa may be cancelled. Similarly, NZLC will notify your education consultant of the decision.
9. You can check your attendance while studying at NZLC. Please see NZLC Student Service staff.
10. If you require an official NZLC Attendance Certificate, please see NZLC Student Services staff.

If there is some reason why you cannot follow the above outlined school rules and attendance rules, please talk to the Student Services team. It is important to note that NZLC staff will do their best to support you and avoid the below steps in the Disciplinary and Termination Process from escalating where possible. However, in very extreme cases, the below procedure may be escalated more quickly.

Disciplinary & Termination Process

If students fail to meet the obligations under this agreement, NZLC will either give a verbal warning or a warning letter explaining what is wrong, what needs to be done and when it must be done by. If students do not comply with the warning, this agreement may be terminated immediately. NZLC reserves the right to terminate this agreement at their sole discretion if a student's conduct, behaviour or attendance is deemed unsatisfactory. If the student's enrolment is terminated, they will be asked to leave immediately, without entitlement to a refund or deferral. In addition, NZLC will report the termination to Immigration New Zealand where applicable. NZLC will also notify the student's education consultant/parent of the decision.

Changes, Cancellations and Withdrawals

For information about cancellations and changes to courses and/or services, please refer to the NZLC Terms and Conditions on the back of the NZLC Enrolment, Fees & Courses Form or on our website: www.nzlc.ac.nz/enrolment-process/terms-and-conditions

Extending your Course

To extend your course, you must complete the below procedure **2 weeks** prior to your original finishing date. If you need to extend your visa, you will need to start the process **at least 8 weeks** prior to your original finishing date. Please note, the course extension will be subject to availability.

Extension procedure:

1. Talk to one of our Student Services staff
2. Complete the NZLC Enrolment form with full payment
3. Please apply for a visa/permit according to your course extension if necessary.
4. Please arrange insurance to cover your course extension if necessary. If you need any assistance, please do not hesitate to speak to one of our Student Services staff for help.

Holiday Requests during your course

Young Learners: For Young Learner holiday requests, refer to the *NZLC Young Learner Handbook*.
nzlc.ac.nz/information/nzlc-documents

Adult Students (18+ years): You can take 2 weeks of holiday per every 12 weeks of full-time study. When you take a holiday and it has been approved by NZLC, the weeks will be added on to your course end date **if your visa and insurance covers the extended weeks**. Holidays must be taken in complete weeks and approved in advance by NZLC.

To request a holiday, complete a **Holiday Application Form** and hand it to Student Services **4 weeks** before you want to take your holiday. If you do not inform NZLC 4 weeks in advance, you may not be given credit towards your course. If you are going to be away from your homestay, please talk to the Accommodation Department. They will contact the host family to inform them of your plans. If you are going to be away for 7 nights or longer, 50% of the usual homestay rate and 2 weeks' written notice is required to hold the homestay room.

Transferring to another NZLC Campus

NZLC has two schools in New Zealand: Auckland and Wellington. Subject to course availability, students 18 years or over may transfer between the schools with **4 weeks' notice** and a \$50 transfer fee. You also need to have more than 80% attendance. Students who have a student visa and wish to transfer more than 12 weeks will need to apply for a Variation of Conditions. NZLC Terms and Conditions are recognised as on the original signed enrolment form.

Procedure

1. Ask for a school transfer form at Student Services. Complete the form and return to Student Services.
2. The form will be sent to the next school. Once confirmation is received, you will be advised to make payment of \$50.
3. If a place is not available at the time requested, you will be told immediately and given the chance to re-schedule.

4. Any changes made to your transfer after it has been arranged will incur an additional \$50 fee per change.
5. Tuition and homestay fees outstanding will be transferred to the next school. Refer to the NZLC Changes to Enrolments Policy for further details.

City Link

The CityLink option must be selected at the time of the initial enrolment. Minimum of four week's prior booking is required to arrange air tickets. You will be given a **City Link Form** during your first week to complete and hand in to Student Services at least 4 weeks before your planned departure date to the other city. If you make any changes to your City Link schedule after completing this form, there will be a fee of \$50 per change. Changes to booked flights will incur the airline's applicable fee at the expense of the student. Student visa holders may also be required to apply for a Variation of Conditions.

The flight includes 1x suitcase (20kg) and carry-on luggage. Any extra luggage will be at the student's own expense. NZLC Terms and Conditions are recognised as on the original signed enrolment form.

Textbook & Material Fee Policy

Refer to the Fees and Courses Form for details on material fees corresponding to your course:

www.nzlc.ac.nz/information/nzlc-documents

Graduation Certificate

All students get a certificate of achievement and a written report from their teacher on their last day of study. Students must meet the English New Zealand minimum attendance requirement of 80%. Where this has not been achieved, both the % attendance and the non-compliance statement will be clearly shown on the leaving certificate.

Health and Safety Procedures at NZLC

Due to New Zealand's location and environment, earthquakes and other natural disasters are possible. This website has some good tips on how to prepare and react during the unfortunate event of a natural disaster: www.getthru.govt.nz

The school always tries to guarantee your safety while in the school. Here are some practical guidelines:

If you feel unwell: Speak to reception or one of the Student Services staff. We have a First Aid kit that can be used for small medical incidences. For more serious injuries or illnesses, we can contact a doctor for you.

If you feel harassed: In New Zealand it is illegal to harass other people. If anyone harasses you, please speak to Student Services or contact any member of NZLC staff immediately.

If there is a fire / natural disaster: There is a staff member assigned to each floor who will direct evacuation in the unlikely event of a fire, earthquake, or other natural disaster.

To ensure quick evacuations, the school holds "practice" evacuations. During these evacuations, please follow the staff member's instructions quickly and calmly.

In your classroom, you can find a copy of the school map with the fire exits mapped out. When you hear the alarm siren, make your way to the nearest emergency exit.

1. Do not use the elevators in an evacuation. Use the internal stairwell.
2. Do not bring your belongings with you.
3. Do not stand in front of the entrance– move onto the footpaths in front of the buildings.
4. Do not carry drinks and large items with you down the stairs.

School Hazards:

If you notice any kind of hazard around the school, (e.g. a broken window, loose door etc.), please let your teacher or another staff member know immediately.

Friendly Staff

Our multi-lingual Student Services Staff are always willing to help you with any questions regarding your course, accommodation, visa, further studies, travel in New Zealand or personal matters. During your first day, you will be introduced to the departments and relevant staff members.

Job Assistance Workshops & CV Checks

We can help you with CV writing and job interview techniques to help you find a job in New Zealand. We run Job Preparation Workshops every week at both NZLC Auckland and Wellington. To work in NZ, you need a visa with a work permit. You cannot work on a Visitor Visa. For more information about working in NZ and visas for work, please see the Immigration NZ website: www.newzealandnow.govt.nz/work-in-nz

Fun Activities and Weekend Trips

You can never get bored with our variety of FREE and paid weekday activities. There are also weekend trips available so you can explore New Zealand. Information about after-school activities and weekend trips is posted on the school activities board. If you have any questions or need help organising a trip around New Zealand, please ask the Student Services team. 'Like' the NZLC Facebook page for all updates on great events in the city. www.facebook.com/NZLCNewZealandLanguageCentres

Volunteer and Community Projects

NZLC is committed to corporate social responsibility and offers opportunities for students to participate in volunteer projects such as tree planting as part of the after-school activities calendar.

If you would like help with finding a volunteer programme to do after or alongside your course, speak to Student Services.

Facilities

Student lounge, computers, and DVDS are FREE to use for your comfort & convenience. (Please do not eat or drink around the computers, and please do not turn the computers off).

Internet / WIFI

We have free internet available for current student use. It is available within school hours, but please do not use it for downloading. Only use the internet during class time if it relates to your lesson. Ask at Reception for the Wi-Fi password. Remember internet in New Zealand can be slow.

Additional Services

Upon request, we can also arrange the following services as an option:

- Accommodation Assistance
- Work Experience Placement (Au Pair, Internships, Farm stays)

Feeling unwell / visiting doctors

If you are feeling unwell during your studies, visit the Student Services team who can help you book an appointment at the doctor. We know good doctors who can help, and some of them can speak your language. This website can also help you to find a doctors' clinic close to where you will live: www.healthpoint.co.nz

Mental Wellbeing and Student Support

Sometimes students may feel homesick, stressed or sad when they are away from home. If you are feeling unwell in anyway, talk to Student Services and we will help you find the support you need.

Visas

If you're planning to extend your visa after you arrive in NZ, you can talk to Student Services for general information.

During orientation on your first day, you will also be given a Student Handbook which has contact details for the above services and further information.

Accommodation

Homestay Changes

If you want to change, finish or extend your homestay, you must tell NZLC staff **at least 2 weeks** in advance. If you are away from your homestay for 7 nights or more on an approved holiday, half the usual rate applies.

For full details on homestay rules, please refer to the **NZLC Homestay Manual for Students** which can be found on our website: www.nzlc.ac.nz/information/nzlc-documents

Finding a Flat / Renting in NZ (adult students 18+ only)

The following links are useful places to look when searching for a place to rent. When you arrive here in NZ, talk to the Accommodation or Student Services Department for more help, tips and advice.

- [Facebook groups: Flatmates Wanted in Auckland](#)
- www.trademe.co.nz/flatmates-wanted
- www.nzflatmates.co.nz

Before signing or agreeing to anything, it's important that you understand your rights and responsibilities as a tenant. You can find some useful information here: www.tenancy.govt.nz

Living in New Zealand: General Information

Cost of Living in NZ

It's important that you understand the cost of living here in NZ so you can form realistic expectations before you arrive. A guide to the Cost of Living in NZ can be found on the Immigration NZ website here:

www.newzealandnow.govt.nz/living-in-nz/money-tax/comparable-living-costs and on the Study in New Zealand website: www.studyinnewzealand.govt.nz/live-work/cost-of-living

Budgeting

This website is very useful if you want to plan a budget before you come to NZ:

Sorted.org.nz: www.sorted.org.nz/life-events/studying

Banking

If you're staying in New Zealand for 6 months or more, you can open a bank account. Most savings accounts come with a plastic "cash card" which you can use to access automatic teller machines (ATMs) 24 hours a day to withdraw and deposit money. All the major banks are located close to NZLC: ANZ, ASB and BNZ. To open a bank account you will need your passport, proof of address in NZ (NZLC can help you with this) and your Taxpayer Identification Number (TIN) from your country. A TIN can have a different name in other countries, e.g. social security number, national ID number.

Posting Mail

Posting mail in NZ is an easy process. You will be shown where the post office is on your first day during orientation. Talk to student services for more information.

Phone Calls and Sim Cards

Public telephones around the city can be used with pre-paid phone cards or credit cards. They can also be used for emergency and free phone call numbers such as those starting with 0800 or 0508. **NZLC has a 24/7 student line which can be called from anywhere in New Zealand toll free: 0508 156 156.** If you want to make overseas calls, you can buy overseas discount cards from magazine shops, supermarkets or petrol stations.

You can purchase a sim card from 2 Degrees, Spark or Vodafone. Travel sim cards from these companies are available at the airport. It's a good idea to purchase a sim card on arrival so that you can have internet access right away. Prices range from \$30 to \$99 for 1 – 2 months depending on how much data you need.



www.2degreesmobile.co.nz

www.vodafone.co.nz

www.spark.co.nz

Transport

NZLC Auckland host families are located 45 – 60mins away from school by public transport.

Most NZLC Wellington host families are about 25-35mins from school. Talk to your host family or Student Services about getting a public transport card for discounted rates.

Auckland transport: <https://at.govt.nz/> **Wellington transport:** <http://www.metlink.org.nz/>

Safety

New Zealand is one of the safest countries in the world but it is still important to be careful:

- Do not carry large sums of cash
- Do not leave your bag or any personal items unattended
- If you lose your wallet or any of your property, contact the police and fill out a report
- If you have to walk late at night, it is good to walk with a friend. Ask a staff member or homestay family about areas of town which are not so good to walk through at night

Eligibility for Health Services

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz

Accident Insurance (ACC)

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand. If you go to the doctor for an accident-related injury, you must let the doctor or reception know and this way, it may cost less. Please note that coverage is not guaranteed and if you have an accident, you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz.

Relationships and Family Planning

Many students start relationships in New Zealand. If you need advice about family planning or want to avoid pregnancy, contact the Family Planning Association. They are very helpful and have contacts with overseas communities who can help with translation if you need it. www.familyplanning.org.nz

International Student Identity Card (ISIC)

If you're studying for more than 3 months and are a full-time student, you can apply for an ISIC card. This will give you student discounts on travel and many other services worldwide. Ask at reception for more information.

Driving

Driving in New Zealand might be very different from driving in your country. If you're going to get a driving license in New Zealand, please ask the staff for advice and books to help you. You can also have a look at the useful websites below. You must not drive without a valid driver's license.

Information for Visiting Drivers: www.nzta.govt.nz/safety/driving-safely/visiting-drivers

Drive Safe: www.drivesafe.org.nz

Hitchhiking

Hitchhiking can be dangerous and NZLC does not recommend it.

Drinking

You must be 18 years old to buy alcohol in New Zealand. You must also be able to prove your age with acceptable photo I.D. This means your passport, New Zealand Driver's License, or a Kiwi Access Card (formerly the "18+ card"). Applications for the Kiwi Access card are available at NZLC reception. Photocopied documents and international driver licenses are not accepted at restaurants or bars.

Smoking

In New Zealand smoking in most public places is prohibited (including the school building). Smoking in all restaurants and bars is prohibited.

Immigration

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand: www.immigration.govt.nz

COP - The Education (Pastoral Care of International Students) Code of Practice

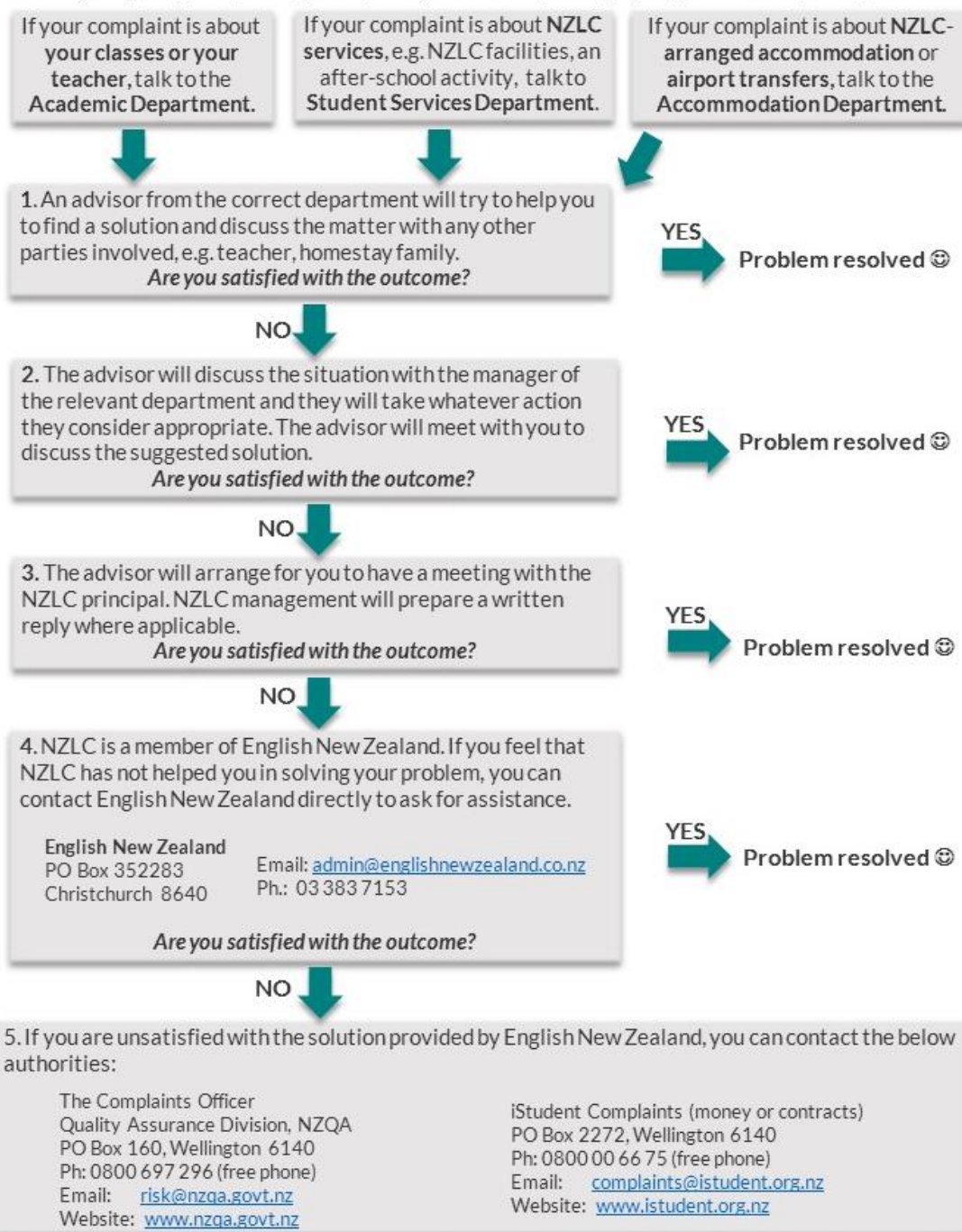
NZLC has agreed to observe and be bound by the NZQA Code of Practice. Copies of the most recent Code are available on request from NZLC or from the NZQA website at www.nzqa.govt.nz/providers-partners/education-code-of-practice.

NZLC Fee Protection

NZLC operates the following arrangement to protect student fees: all student fees are transferred directly to an independent Trust Account (as specified on the student's invoice). Fees are released to the school by the Trustee on a draw down basis as the student's course is provided by the school.

NZLC Grievance & Complaint Procedures (Dispute Resolution)

If you would like to make a complaint about our services, you can follow the procedure below to find a solution. You may bring a support person, (friend, family member etc.) during any stage of the complaints procedure.



A signed NZLC Enrolment Form constitutes a contract between the student and NZLC Ltd. Therefore, all Grievance & Complaint matters need to be directed in the first place to NZLC as per the above procedures.

V2.060819

Useful Contacts

Auckland

NZLC Auckland	Level 2, 104 Customs St West, Auckland 1010 Mon-Fri: 8.30am – 4.30pm except public holidays	09 3031962
NZLC After hours (for urgent matters only)	24/7 Student Phone Number can be called toll free from anywhere in New Zealand. NZLC's 24/7 Mobile NZLC Auckland-arranged airport transfers and homestays	0508 156156 021 180 6300 021 780 509
Emergency Service	Police, Ambulance, Fire	111
Police (non-emergency)	To report things that have already happened and do not need urgent Police assistance. E.g., theft from a public space or car, lost property. (To file a report: www.105.police.govt.nz)	105
Doctors	City Med (Corner of Albert St and Mills Lane, Auckland Central)	09 377 5525
24/7 Accident & Emergency	Auckland Hospital (2 Park Rd, Grafton) Open 24 hours Ponsonby Accident & Medical Clinic (202 Ponsonby Road, Ponsonby) 7.30am – 8pm, Monday - Sunday	09 367 0000 09 376 5555
Dentist	Lumino Dentist (Level 1, AMP Centre, 29 Customs St West, Auckland Central)	09 373 4962
Taxis	Co-op Taxis	09 300 3000
Immigration NZ	www.immigration.govt.nz	09 914 4100

Wellington

NZLC Wellington	Level 4, 186 Wills Street, Te Aro Mon-Fri: 8.30am – 4pm except public holidays	04 802 4620
NZLC After hours (for urgent matters only)	24/7 Student Phone Number can be called toll free from anywhere in New Zealand. NZLC's 24/7 Mobile NZLC Wellington-arranged airport transfers and homestays	0508 156156 021 180 6300 021 030 9815
Emergency Service	Police, Ambulance, Fire	111
Police (non-emergency)	To report things that have already happened and do not need urgent Police assistance. E.g., theft from a public space or car, lost property. (To file a report: www.105.police.govt.nz)	105
Doctors	City GP (189 Willis Street, Wellington)	04 381 6161
24/7 Accident & Emergency	Wellington Hospital (39 Riddiford Street, Newtown) Open 24 hours Wellington Accident & Urgent Medical Centre (17 Adelaide Road, Mount Cook) 8am – 11pm, Every Day of the year	04 385 5999 04 384 4944
Dentist	Wellington Dentists (124A Willis Street, Wellington)	04 499 1091
Taxis	Wellington Combined Taxis	04 384 4444
Immigration NZ	www.immigration.govt.nz	04 910 9915

We hope this manual helps you with your trip preparation. Remember our friendly team is always happy to help you with settling in to life in New Zealand. ☺

We look forward to welcoming you to NZLC very soon!